

**BY ORDER OF THE COMMANDER
86TH AIRLIFT WING**



AIR FORCE INSTRUCTION 90-821

86TH AIRLIFT WING

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HAZARD COMMUNICATION

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This supplement defines local procedures for implementing Air Force Instruction (AFI) 90-821, *Hazard Communication*, dated 30 Mar 2005 and serves as the Installation Written Hazard Communication Program. To ensure compliance with directives, the 435th Aerospace Medicine Squadron Bioenvironmental Engineering Flight (435 AMDS/SGPB) will review this supplement whenever a change is published to AFI 90-821. This supplement applies to all units and tenants assigned to Ramstein Air Base (RAB) that handle or use hazardous chemicals as defined in Federal Standard 313, *Materials Furnished to Government Activities*, and AFI 90-821. This supplement also applies to all units that receive supplies, safety, or bioenvironmental engineering flight support from RAB. Please refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; and route AF IMT 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afirms.amc.af.mil/>.

1.2.2.5. (Added) All units and tenants assigned to Ramstein Air Base (RAB) that handle or use hazardous chemicals as defined in Federal Standard 313 and AFI 90-821. This supplement also applies to all units that receive supplies, safety, or bioenvironmental engineering flight support from RAB.

1.6.2.2.2.1. (Added) This supplement will serve as the installation written HAZCOM guidance in accordance with Para. 2.3.

1.6.2.2.4.1. (Added) Assist HAZMART, as necessary, in submitting electronic copies of MSDSs to the Environmental, Safety and Occupational Health Management Information System (ESOH-MIS) MSDS focal point.

1.8.2.6.1. (Added) Develop a Workplace Specific Hazard Communication Program Binder and make that binder readily available in the workplace to all personnel. This binder and its contents along with training identified in Para. **2.7.2** will meet the requirements of a work area/shop specific HAZCOM written program. The program binder will contain the following information and items:

1.8.2.6.1.1. (Added) Tab A. Copy of 90-821 RAMSTEINSUP, *Hazard Communication*.

1.8.2.6.1.2. (Added) Tab B. Copy of the Workplace Specific HAZCOM Training Program Lesson Plan as described in Para. **2.7.1.2**.

1.8.2.6.1.3. (Added) Tab C. Copy of work area/shop supervisor's AF HAZCOM Program Supervisor Training certificate as described in Para. **2.7.1.1**.

1.8.2.6.1.4. (Added) Tab D. Documentation of initial and supplemental work area/ shop specific HAZCOM training for all employees on the AF Form 55 as outlined in Para. **2.7.2**. AF Form 55s must be on file for each employee or a DD Form 2861, *Cross Reference*, may be used to reference the location where AF Form 55s are maintained.

1.8.2.6.1.5. (Added) Tab E. A list of work area/shop non-routine tasks involving hazardous chemicals as described in Para. **1.8.2.9** and **2.9**.

1.8.2.6.1.6. (Added) Tab F. The workplace hazardous chemical inventory as described in Para. **2.8**.

1.8.2.6.1.7. (Added) Tab G. Material Safety Data Sheet (MSDS) as described in Para. **2.5**. Chemicals listed on the work area's chemical inventory must have a respective hard copy manufacturer specific MSDS as part of the program binder or a DD Form 2861 referencing the location of MSDS maintained in separate binder.

1.8.2.6.1.8. (Added) Tab H. Bioenvironmental Engineering (BE) Survey(s) from the previous 10 years IAW AFI 91-301 or a DD Form 2861 referencing the location of the BE surveys.

1.8.2.8.1. (Added) The hazardous chemical inventory for each work area/shop will be developed by the work area/shop supervisor. The installation BE Flight will review this inventory IAW the assessment priority established in AFI 48-145, *Occupational Health Program*.

1.8.2.8.2. (Added) The work area/shop supervisor will review and update the chemical inventory and MSDSs at least annually to ensure applicability and currency. Up to date MSDSs must be maintained. If the work area/shop supervisor decides to maintain MSDSs for chemicals that are no longer in use, they must not be maintained with currently used chemical MSDSs and must be maintained in a separate binder, clearly labeled as MSDSs that are no longer used. MSDSs must be maintained in the proper language(s), see paragraph **2.5.5**.

1.8.2.8.4. (Added) Work area/shop supervisors are required to obtain MSDSs for new chemical authorizations (prior to their approval for use), if an MSDS is not already available in the ESOH-MIS.

1.8.2.9.1. (Added) The work area/shop supervisor will list all non-routine tasks performed in their workplace which involve hazardous chemicals and maintain this list in Tab E of the Workplace Specific Hazard Communication Program Binder.

1.8.2.9.2. (Added) The work area/shop supervisor will ensure workplace operating instructions (OIs) thoroughly describe non-routine tasks, associated hazards, and controls. OIs do not need to be prepared if technical orders (TOs) or other documents adequately describe these tasks, but the exact reference must be documented in Tab E of the Workplace Specific Hazard Communication Program Binder and maintained.

1.8.2.9.3. (Added) Work area/shop supervisors will ensure all workers review the procedures for the non-routine task before performing these tasks.

2.2.9.2. (Added) When new chemicals are introduced into the work area/shop, the supervisor will contact the installation BE Flight, 435 AMDS/SGPB, to determine if the chemical should be added to the inventory.

2.5.2.1. (Added) MSDSs will be obtained by HAZMART for all chemicals they receive and store in the HAZMART warehouse and will forward an electronic version to the ESOH-MIS MSDS focal point.

2.5.3.1.1. (Added) The Workplace Specific Hazard Communication Program Binder or separately maintained MSDS binder will be immediately accessible to all employees.

2.5.3.2.1. (Added) Hardcopy MSDSs will be maintained in Tab G of the Workplace Specific Hazard Communication Program Binder or a DD Form 2861 referencing the location of MSDS maintained in separate binder. Electronic copies may also be maintained, but will not be the primary means of providing emergency information to the employee.

2.5.5. (Added) All MSDSs obtained must be manufacturer specific, English language MSDSs regardless of the chemical's country of origin or the nationality of work area/shop worker's. In accordance with the Environmental Final Governing Standards for Germany, each MSDS shall also be maintained in the predominant language of the workforce (> or equal to 50%).

2.6.1.1. (Added) Labeling of hazardous chemical containers must also comply with labeling requirements as outlined in the Environmental Final Governing Standards for Germany.

2.6.4.3. (Added) All containers of hazardous chemicals and preparations on DoD installations that are not of U.S. origin, including compressed gas cylinders, must be labeled in German and English with the following:

2.6.4.3.1. (Added) The internationally recognized name of the substance;

2.6.4.3.2. (Added) EEC number according to EINECS, as applicable;

2.6.4.3.3. (Added) The name, complete address and telephone number of the manufacturer, importer or distributor/seller in charge; and the hazard symbol and hazard definition as contained in Appendix C5.A4 of the Environmental Final Governing Standards – Germany.

2.7.1.1. (Added) Work area/shop supervisors (or their designated representatives) of employees who handle, use, or are potentially exposed to hazardous chemicals in the course of official Air Force duties will be trained on the AF HAZCOM Program by Public Health, 435 AMDS/SGPM and will be awarded a certificate of training completion.

2.7.1.2. (Added) Supervisors will develop and conduct Workplace Specific HAZCOM Training for their employees. This training consists of the Initial and Supplemental training as outlined in Para. 2.7.2. This training DOES NOT apply to consumer products as described in Para. 2.2.9, radiation, or hazardous noise.

2.7.1.2.1. (Added) Workplace Specific HAZCOM Training must be prepared using a BE, PH, Ground Safety, and Fire Department approved template; and be approved by the unit commander. Supervisors may use AF Form 3952s; BE Special or Routine Surveys; BE Certified PPE listings; BE recommended chemical training, Technical Orders; checklists; or manufacturer specific information as sources of information to help write this training.

2.7.1.2.2. (Added) The shop supervisor will review and update initial and supplemental Workplace Specific HAZCOM Training at least annually.

2.8.1.1. (Added) Cross-referencing must be accomplished by linking the chemical on the chemical inventory and its respective MSDS with a simple coding scheme, such as numbering. Example: A number is assigned to each chemical and documented on the inventory and then the MSDS is labeled with the same number. If MSDSs are maintained in document protectors, the document protector itself may be coded to allow for easy inventory/MSDS updates.

2.8.1.2. (Added) An inventory obtained from the ESOH-MIS is acceptable as long as it is specific to the individual work area, identifies all hazardous chemicals used within the workplace, and is cross-referenced with applicable MSDSs.

2.8.1.3. (Added) At a minimum, the inventory must list the identity of each hazardous chemical used in the work area by name, stock or part number, and manufacturer as it appears on the MSDS. Proprietary information will not be included on the hazardous chemical inventory.

2.8.1.4. (Added) The hazardous chemical inventory may not be hand written, but the MSDS cross reference label may be.

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Commander